

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Section Chief Tort Litigation Section

Attorney responsible for supervision of attorney, paralegal and support staff positions, in addition to handling tort case load. Reports to Chief Counsel for Litigation. Duties include:

- Defend the State in all tort litigation suits.
- Assign cases, oversee litigation strategy and otherwise supervise the defense of tort cases.
- Review and approve requests for settlement authority and direct negotiation.
- Monitor and improve systems for the routine processing of tort cases.
- Recruit, interview, train and supervise attorneys and paralegals, and support staff. Review and approve leave requests, work schedules, time sheets, and travel authorizations.
- Advise and consult with client agencies regarding litigation, especially Department of Correction, Indiana State Police, and Indiana Department of Transportation.
- Handle a reduced workload of tort cases (see Job Description, Deputy Attorney General in Torts Litigation Section).
- Perform other legal and administrative tasks at the direction of the Chief Counsel and the Attorney General.

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